



# PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

**RECEIVED**

**JUL 17 2009**

Menasha Parks & Recreation Department  
140 Main Street  
Menasha, WI 54952-3190

Questions? Call: 967-3640  
8:00 AM - 4:00 PM Monday - Friday  
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: L+R Softball Date of Event: Aug 7-9th  
Event Coordinator: Katie Bayer Daytime Telephone: 830-0464  
Address: 1703 Plank Rd Home Telephone: 722-6393  
Time of Event: From 7am to 11pm Group Size: \_\_\_\_\_ Fees: (see attached page)

Does your group qualify for resident rates? \_\_\_\_\_ No ☒ Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)  
Do you plan to consume beer or wine? \_\_\_\_\_ No ☒ Yes (Fill out permit below - see #5, page 3)  
Do you plan to sell beer or wine? \_\_\_\_\_ No ☒ Yes (You will need more than a Beer Permit, see #6, page 3)  
Do you plan to sell food to the public? \_\_\_\_\_ No ☒ Yes (You will need a Temporary Food Permit, see #13, page 3)  
Certificate of Insurance needed? \_\_\_\_\_ No ☒ Yes (For tournaments, public events, rides, etc. - see #4, page 3)  
Are you planning "kiddie" rides or other amusements? ☒ No \_\_\_\_\_ Yes (Carnival Permit required, contact City Clerk)  
Do you plan to have an amplified sound system? \_\_\_\_\_ No ☒ Yes (See #12, page 3) Describe: \_\_\_\_\_  
Do you plan to set up tent(s) for the event? ☒ No \_\_\_\_\_ Yes (See #9, page 3)  
Parks & Recreation Board approval needed? \_\_\_\_\_ No ☒ Yes (When selling beer and multi-day events, contact Director)  
Building Keys Needed? ☒ No ☒ Yes (Usually for kitchen use - see #10, page 3)

## Facility

(circle all that apply)

### Jefferson

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool  
Picnic Area # \_\_\_\_\_ Diamond(s) East + South Diamonds

### Smith

Pavilion Kitchen Wedding/Garden (80 benches available)  
Diamond/Field \_\_\_\_\_

### Memorial Building

(pre-wedding ceremony only)

Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_

### Hart

Shelter Diamond/Field \_\_\_\_\_

### Clovis

Shelter Diamond/Field \_\_\_\_\_

### Barker Farm

Shelter Diamond/Field \_\_\_\_\_

### Koslo

Shelter Diamond/Field \_\_\_\_\_

### Pleasants

Diamond/Field \_\_\_\_\_

### Shepard

Diamond/Field \_\_\_\_\_

### Curtis Reed Square

## Office Notes:

7-17-09 Received. (KH)  
Insurance Beer and tournament  
Power cord - got from City  
Non-profit org.? 3:15 3rd floor  
7-22-09

## OFFICE USE ONLY

Facility Fee: \$ \_\_\_\_\_  
User Fee: \$ \_\_\_\_\_  
Area Fee: \$ \_\_\_\_\_  
Beer Permit: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Permit # \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

I, Katie Bayer, agree and bind Youth Sports  
(person in charge) (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: Kathleen Ann Bayer Date: 7-17-09

## BEER PERMIT

### For Consumption Only

**Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)**

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) Bayer Kathleen Ann DOB: 7/27/60  
Last First M.I.  
Address: 1703 Park Rd Phone: 732-6393  
Area that beer and/or wine can be consumed: East + South Diamonds  
Signature: Kathleen A. Bayer  
Permittee has read list of City ordinances pertaining to alcohol ☐ Yes Dept. Initials \_\_\_\_\_

### 2009 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

	<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
<b>Jefferson Park</b>			
Large Pavilion	\$ 55.00	\$ 85.00	
Kitchen*	30.00	50.00	
West Shelter	35.00	55.00	
East Shelter*	20.00	40.00	
Launch Shelter	15.00	32.00	
Picnic Area #3 & #5 with electric	20.00	40.00	
Wedding	User Fee Only	User Fee Only	
Pool Rental (1 hour)	110.00	110.00	
<b>Smith Park</b>			
Pavilion	50.00	75.00	
Kitchen*	30.00	50.00	
Wedding Set-Up**	100.00	145.00	
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour	
<b>Hart Park Shelter*</b>	25.00	45.00	
<b>Clovis Grove Shelter</b>	20.00	40.00	
<b>Koslo Park Shelter (no electric)</b>	20.00	40.00	
<b>Barker Farm Park Shelter</b>	25.00	45.00	
<b>Curtis Reed Square</b>	20.00	40.00	
<b>Beer Permit (Jefferson and Koslo only)</b>	4.00	4.00	
<b>Tent Permit (when Diggers Hotline is called)</b>	10.00	12.00	
<b>Amplifier w/microphone (per event/season)</b>	20.00	20.00	
(Jefferson East/West Diamonds only)			
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00	5.00	
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC	
<b>Soccer Fields</b>	8.00/hour	8.00/hour	
<b>Koslo Baseball Diamonds</b>	Without Lights 12.00/hour With Lights 20.00/hour	Without Lights 12.00/hour With Lights 20.00/hour	
<b>Softball Diamonds</b>	Without Lights 8.00/hour With Lights 15.00/hour	Without Lights 8.00/hour With Lights 15.00/hour	
<b>Building/Shelter Key Deposit</b>	20.00	20.00	

### 2009 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

\* Indicates need for key

\*\* Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-3642).